



Detroit Brownfield Redevelopment Authority
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**DETROIT BROWNFIELD REDEVELOPMENT AUTHORITY
REGULAR BOARD OF DIRECTORS MEETING
WEDNESDAY, JULY 13, 2016
4:00 PM**

BOARD MEMBERS PRESENT: Maggie DeSantis
Pamela McClain
Derrick Sanders
Raymond Scott
Matt Walters
Stephanie Washington
Donele Wilkins

BOARD MEMBERS ABSENT: Evette Griffie
Mia Grillier

OTHERS PRESENT: Jennifer Kanalos (DEGC/DBRA)
Brian Vosburg (DEGC/DBRA)
Glen Long (DEGC/DBRA)
Raynard Jones (Lewis & Munday)

DBRA

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MINUTES OF THE DETROIT BROWNFIELD
REDEVELOPMENT AUTHORITY SPECIAL MEETING
WEDNESDAY, JULY 13, 2016
DETROIT ECONOMIC GROWTH CORPORATION
500 GRISWOLD SUITE 2200 DETROIT, MI - 4:00PM

CALL TO ORDER

Vice Chairperson, Maggie DeSantis, called the meeting to order at 4:04 PM.

At 4:06 PM Chairperson Matthew Walters arrived.

GENERAL

Approval of Minutes

Mr. Walters called for a motion approving the minutes of June 22, 2016 as presented. The Board took the following action:

On a motion by Ms. DeSantis, seconded by Mr. Scott, DBRA Resolution Code 16-07-02-204 was unanimously approved.

ADMINISTRATIVE

Ms. Kanalos and Mr. Long presented the DBRA Budget for FY 2016-2017 that had been tabled from the June 22, 2016 board meeting.

Ms. DeSantis asked Mr. Long why the \$330,000 line item for the Detroit Economic Growth Corporation (DEGC) remains the same as last year's despite Mr. Papapanos' retirement.

Mr. Long explained that the DEGC line item includes the time of multiple DEGC staff members, not just the staff members who appear at the DBRA meetings. Furthermore, the DEGC plans to hire an additional staff member at some point during the financial year to assist with DBRA administration.

Ms. DeSantis stated that the DBRA board as well as City Council have asked for community outreach to inform more people about the availability of the Brownfield TIF program. She questioned whether the \$1,500 budgeted in the Workshops/Promotions line item would be sufficient to support the outreach efforts.

Mr. Long noted that in addition to the \$1,500 in Workshops/Promotions, there is also \$1,000 available in the Other Expenses line which could also be used. Mr. Long added that without an approved budget, the DBRA is currently unable to pay its expenses. Additionally, if the proposed budget is modified before it's approved by the board, the mandatory public hearing process will have to restart adding additional time to the approval process. Once the budget is approved, it can be amended by the board at a future date without having to have a public hearing.

Ms. McClain stated that starting the budget process earlier in the year would be preferable.

Mr. Long stated that the DBRA could create a finance committee for reviewing and providing input to each fiscal year budget. Ms. Kanalos stated that she would coordinate the creation of a finance committee.

Mr. Walters asked if a board member was ready to propose a motion for the FY 2016-2017 budget.

Ms. DeSantis moved to approve the proposed budget for Financial Year 2016-2017 with the following amendments: a finance committee is formed to work on the FY 2017-2018 budget; an amendment to the budget may occur at a future date if additional funds are needed for community outreach; and that the line item titled Detroit Economic Growth Corporation is renamed DEGC Professional Services Contract.

On a motion by Ms. DeSantis, seconded by Mr. Sanders, DBRA Resolution Code 16-07-01-167, as amended, was unanimously approved.

OTHER

Mr. Long recommended that the finance committee consist of the DBRA Treasurer and other board members that wish to volunteer for the committee. In his experience three members of the committee has been a number that has worked well.

Mr. Scott informed the board that the EPA Revolving Loan Funds from the City should be transferred to the DBRA before the next board meeting.

PUBLIC COMMENT

None

ADJOURNMENT

There being no further business, Mr. Walters called for a motion approving the adjournment of the meeting. On a motion by Mr. Sanders, seconded by Ms. Wilkins, the board agreed unanimously to adjourn the meeting at 4:31 PM.



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CODE DBRA 16-07-02-204

APPROVAL OF MINUTES JUNE 22, 2016

RESOLVED, that the minutes of the regular meeting of June 22, 2016 are hereby approved and all actions taken by the Directors present at such meeting, as set forth in such minutes, are hereby in all respects ratified and approved as actions of the Detroit Brownfield Redevelopment Authority.

July 13, 2016



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CODE DBRA 16-07-01-167

ADMINISTRATION: DBRA BUDGET FOR FY 2016-2017

WHEREAS, the DBRA is receiving revenue from Brownfield Plan application and processing fees and from administrative fees permissible under Act 381, Public Acts of Michigan, 1996, as amended (“Act 381”); and

WHEREAS, the DBRA staff has prepared the attached DBRA Budget for FY 2016-2017 (“the Budget”) (Exhibit “A”); and

WHEREAS, a public hearing on the DBRA Budget was held on June 22, 2016 at 4:00 pm in the offices of the Detroit Economic Growth Corporation, 500 Griswold Street, Suite 2200; and

WHEREAS, the public was given an opportunity to comment on the budget during the public hearing; and

WHEREAS, the DBRA board shall create a finance committee to assist in the preparation of future budgets; and

WHEREAS, the DBRA board may amend the budget at a future date if additional funds are needed for community outreach; and

WHEREAS, the “Detroit Economic Growth Corporation” line item shall be renamed “DEGC Professional Services Contract”.

NOW, THEREFORE, BE IT RESOLVED, that the DBRA Board of Directors hereby approves the DBRA Budget for FY 2016-2017, per this amendment.

June 22, 2016 (Tabled)
July 13, 2016